

**DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
STATE PROCUREMENT BUREAU**

<http://gsd.mt.gov>



STEVE BULLOCK  
GOVERNOR

STATE OF MONTANA

MITCHELL BUILDING, ROOM 165  
PO BOX 200135

(406) 444-2575  
(406) 444-2529 FAX  
TTY Users-Dial 711

HELENA, MONTANA 59620-0135

To: All Agencies

From: Jeannie Lake, Contracts Officer

Date: August 16, 2013

Subject: Pre-Requisition Forms-Model Year 2014 Pursuit Vehicles

Included are the standard vehicle specifications and pre-requisition forms for all model year 2014 pursuit vehicles. Please use these forms only.

Please note that all vehicles come equipped with the standard equipment listed under Section 10.0-General Specifications, and additions on each individual pre-requisition form.

Agencies may add to or delete from the specifications as needed.

All requisitions must be submitted to the State Procurement Bureau by **SEPTEMBER 13, 2013**.

If you have any questions, please contact Jeannie Lake at 406-444-0110 or [JeannieLake@mt.gov](mailto:JeannieLake@mt.gov).

## **Vehicle Ordering Process/Instructions**

1. Submit a “requisition form” to the State Procurement Bureau.
  - The form must be complete with a requisition number, shipping and billing address, and authorized signature. Different shipping or billing locations require a separate requisition. Requisitions for multiple vehicle types can be combined on one requisition form if the billing and shipping information is the same for all vehicles.
  - Requests must include a detailed justification for the purchase of the vehicle. Justification must include: proposed use; replacement or new vehicle; description of vehicle being replaced, including mileage, condition, if it is a totaled vehicle, etc.
2. Complete and attach the “pre-requisition form” to the requisition form. Do not alter the options on the pre requisition form. All preapproved standard options are listed on the form for each vehicle group. Options that are not listed must be approved by State Procurement Bureau prior to submitting the requisition and vehicle request form. Options that are not standard to a fleet vehicle may not be approved.
3. Each bidder will provide a manufacturer build sheet, which shows all standard equipment and options on the vehicle at the time of their bid response. The build sheet will typically show a white vehicle for bidding purposes. Agencies will choose the interior and exterior colors of the vehicle within 5 days of the purchase order issue date and be responsible for communicating those choices with the dealer.
4. After the bid opening, the low bid that meets specifications will be sent to agencies for review. Agencies must send an email with approval for the State Procurement Bureau to issue a purchase order.
5. Any changes to the purchase order must come through the State Procurement Bureau and documented with a purchase order adjustment. If the awarded vendor contacts the ordering agency regarding delivery delays, failure to fulfill an order, or any requested change to the vehicle, contact Jeannie Lake at the State Procurement Bureau immediately. Send the information by email to [JeannieLake@mt.gov](mailto:JeannieLake@mt.gov).

## STANDARD VEHICLE SPECIFICATIONS

### GENERAL TERMS AND CONDITIONS

Bidders must submit a firm date of delivery after receipt of order. Failure to deliver within the specified time may result in removal from the list of vendors on file in this office.

All vehicles shall be new, from current production, and shall be in first-class running condition. **Dealer demonstration models are not acceptable!** All parts required to construct a complete working unit shall be furnished on each vehicle, whether herein stipulated or not. All equipment classified as "standard" shall be furnished and included in the purchase price of each vehicle bid.

Pre-delivery service and inspection certificates, signed by the manufacturer or the manufacturer's local authorized dealer, must be furnished with each unit delivered to the State before payment will be made.

A single copy of all vehicle "factory invoice sheets" listing equipment and accessories will be required with each vehicle at the time each unit is delivered. Prices are not required to be listed on the factory invoice sheet.

Do not include FEDERAL EXCISE TAXES when bidding. The State of Montana is exempt from this tax. EXEMPTION CERTIFICATES will be furnished in lieu of taxable amount upon request.

All units shall be awarded on the basis of BONDED-CARRIER DRIVE-AWAY AND MUST BE LOADED OFF GROUND at dealer's location, but may be driven to the F.O.B. Delivery Point. Units driven or towed from the factory to the destination WILL NOT BE ACCEPTED. The State reserves the right to reject vehicles delivered with over three hundred miles.

## 1.0 SCOPE

- 1.1 Provide and deliver F.O.B. agency location in Montana, specific vehicles as detailed herein.

Please note that although each group carries its own specific requirements, Sections 10.0 through 10.5 apply equally to each respective group unless otherwise noted.

## 2.0 APPLICABLE STANDARDS (all standards referenced shall be of the most current revisions)

### 2.1 Government

- a. Federal Motor Vehicle Safety Standards (FMVSS)
- b. Environmental Protection Agency (EPA)
- c. State of Montana Motor Vehicle Code (MMVC)
- d. Montana Occupational Safety and Health Administration (MOSHA)

### 2.2 Industrial

- a. Society of Automotive Engineers (SAE)
- b. Tire and Rim Association (T&RA)

## 3.0 QUALITY ASSURANCE

- 3.1 Mandatory U.S. Government requirements shall apply to all units ordered using these specifications, such as FMVSS and EPA, which are current and applicable at the scheduled manufacturing and/or assembly period. The units must comply with all applicable State of Montana motor vehicle codes.
- 3.2 The apparent silence of any specification or supplemental specifications, or the apparent omission of a detailed description concerning any point described herein, shall be inferred to denote that only the best commercial practice is to prevail and that only materials and workmanship of first quality are to be used.
- 3.3 **ALL DEVIATIONS FROM THE REQUIREMENTS LISTED HEREIN MUST BE SO STATED ON THE RETURNED BID.** Unless stated otherwise by the bidder, the State of Montana will assume that all of the requirements have been met and shall hold the bidder responsible for adhering to each listed specification.
- 3.4 Heavy duty, as applied to these specifications, means that the item to which the term is applied shall be the heaviest duty available.
- 3.5 All units shall be of standard production and shall be completely prepared for customer delivery through the selling dealer prior to acceptance by the State.
- 3.6 All units offered against these specifications shall be of identical style, quality, and appointment as those offered to the public during the course of the model year.
- 3.7 All accessories listed herein shall be identical to those regularly supplied to the dealer by the original equipment manufacturer and shall be of identical quality and design as those normally installed on vehicles for sale through normal commercial channels.
- 3.8 All items are to be factory installed. If factory installation isn't available, "dealer installation" must be

noted on the bid. Dealer installation is subject to acceptance by the State. Failure to document "dealer installation" may result in rejection of the bid.

- 3.9 During the warranty period, orders for urgently needed replacement parts shall be filled within seven (7) working days. The State shall not be charged for transportation and communication expenses incurred by the supplier when expediting delivery to meet this requirement.
- 3.10 In the event of a conflict between these specifications and other requirements, these specifications shall prevail.

#### **4.0 WARRANTY**

- 4.1 The manufacturer shall provide a warranty on the unit(s) purchased which is current to the industry but not less than three years or 36,000 miles in duration from the point-in-time the unit(s) is put into service by the State of Montana. A signed Warranty of Service Policy that will be honored at any manufacturer's authorized dealership must be furnished for each vehicle. All charges covered under warranty shall be paid by the manufacturer of the vehicle being serviced.
- 4.2 The manufacturer's warranty, as stated in Section 4.1, must be honored by all franchised dealers of the units purchased by the State of Montana.
- 4.3 Warranty adjustments will be made promptly within the agreed warranty period. Any malfunction of parts, or failure discovered beyond the stated warranty period, which is reasonably attributed to a manufacturer's fault, will be subject to corrective action on a cost-sharing basis at an agreed percent of sharing.
- 4.4 The vendor and/or manufacturer will not be held liable for delivery delays caused by strikes, acts of God, illegal acts by public disturbances, or demands placed by the U.S. Government in national emergencies.
- 4.5 In an emergency, if the vendor or authorized dealer is unable to furnish a serviceman and parts and make necessary warranty repairs within a 48-hour period, the State may elect to have emergency repairs made elsewhere and hold the damaged parts for the vendors' or dealers' inspection, together with sufficient documentation, to justify or verify the repairs. The dealer or factory shall reimburse the State for all costs related thereto (including travel time).
- 4.6 If the in-service date of the vehicle will exceed 30 days from delivery, the vendor shall be notified in writing by the ordering agency indicating the "in-service date", as stated in Section 4.1, not to exceed six months from date of delivery.
- 4.7 Vehicles are to be F.O.B. Destination as indicated on bid sheets.
- 4.8 Vehicles must have a minimum of five gallons of fuel when delivered.

#### **5.0 FUTURE PURCHASES**

- 5.1 The bid price will remain in effect for the duration of the model year production and within the manufacturer's capacity to produce the units.
- 5.2 The prices established from this bid may be extended to other political subdivisions within the State of Montana solely at the vendor's discretion. The State of Montana will not issue authorizations or

purchase orders.

- 5.3 The bid price is based on the F.O.B. location stated for each item listed herein and must be honored for all additional items ordered per the terms of this solicitation. Freight charges, as stated below, will be added to all additional orders that request delivery to a different city or town than is listed for that item. Mileage will be determined by using the Montana Official Highway Map issued by the Montana Department of Transportation.

Cost per Mile for Freight Charges: \$\_\_\_\_\_

## **6.0 PRE-AWARD CONFERENCE**

- 6.1 Prior to the preparation of the purchase order to the lowest qualified bidder, a review may be made of the specifications and vendor's data to ensure that the specifications have been met. The conference will be held at a location chosen by the ordering agency (Department).
- 6.2 Upon agreement between the successful vendor and the Department, and with concurrence from the Department of Administration State Procurement Bureau, the purchase order will be issued.

## **7.0 COLOR**

- 7.1 Standard manufacturer's color (s) will be selected by the ordering agency after award. **Ordering agencies must contact the vendor for color selection. Ordering agencies will notify the vendor of the color choice.**

## **8.0 PAYMENT**

- 8.1 Units delivered to the agencies will be visually inspected for specification compliance. Units visually meeting specifications will be paid in full. The State of Montana has a Purchasing Card Program in place that gives agencies the ability to charge purchases made from these contracts. The State of Montana prefers this method of payment. Units not meeting specifications may receive partial payment on a unit-by-unit basis or may be rejected entirely.
- 8.2 **Build sheets are required to be attached to each bid line item with bid response. Failure to provide build sheets may result in bid disqualification. In the event of any conflict or discrepancy between the submitted build sheet and the vehicle specifications, the vehicle specifications shall prevail.**

## **9.0 REPORTS**

The successful vendor(s) must supply to the State Procurement Bureau a "Status/Delivery Report" for all orders by **December 15, 2013**. This report must include the State of Montana's purchase order number, agency name, vehicle model, delivery status, and delivery date or anticipated delivery date. Failure to supply this report may result in removal from the State's vendor list for a period of three years.

## **10.0 GENERAL SPECIFICATIONS - ALL PURSUIT VEHICLES - Pursuit Rated Standard Equipment.**

The following items are to be included as minimum standard equipment on all vehicles unless otherwise specified:

### **10.1 MECHANICAL/ENGINE**

- Engine cooling-heavy duty/severe duty

- Anti-freeze-50/50 mix
- Engine heater-block type **ONLY**
- External oil coolers-engine oil, transmission fluid
- Cooling system-heavy duty, large high volume radiator
- Brakes-police calibrated high performance system
- Anti Lock Brake System-ABS
- 4-wheel heavy duty disc w/heavy duty front and rear calipers
- Electric power assist steering
- Engine hour meter
- Powertrain mounts-heavy duty

## **10.2 ELECTRICAL**

- Battery-maintenance free, minimum 720 CCA
- Alternator-minimum 160 AMP
- Windows-rear window inoperable from rear seat
- Rear inside door locks and handles deactivated
- Trunk wiring-ground stud in trunk, power outlet in trunk 100 AMP
- Remote keyless entry
- Power windows and door locks
- Daytime running lights-deactivated/surveillance switch installed
- Dome/courtesy lights shall be wired so not to turn on automatically when driver's door opens
- Speedometer-police certified-speed control150-mph or 240-km/h (certified) calibrated speedometer
- Cruise control
- Pass-through opening for aftermarket wiring; provide wiring diagrams

## **10.3 INTERIOR**

- Flooring-heavy duty vinyl
- Seats-heavy duty front bucket seats / manual adjustable lumbar driver's seat.
- Power driver's seat cloth
- Second row bench vinyl
- Space between driver and passenger seat for aftermarket consoles
- Console mounting plate
- Headliner-easy to drop
- Glove box Illuminated-lockable
- Tilt steering wheel
- Steering column height/tilt adjustable
- Steering wheel-speed controls/audio controls
- Intermittent wipers
- Air conditioning
- Sun visors
- Flooring-rear seat heavy duty rubber
- Dual air bags-driver and front passenger

*Each vehicle must be equipped with a Setina Model 10RP (plexi-glass) jail partition (installed).*

*Vendor address and phone number is:*

*Setina Manufacturing*

#### **10.4 EXTERIOR**

- Bumpers-front and rear
- Glass-solar tinted throughout
- Mirrors-dual low mount
- License plate holders-two (exception: cab and chassis units-one license plate holder)
- Heavy duty suspension
- Deflector plates-undercarriage deflector plates protect the
- Underbody, powertrain and chassis components
- Headlamps-integrated LED police flashers (available)□
- Tail lamps-integrated police flashers (available)
- Spot light - Driver

#### **10.5 TIRES**

- Wheels-heavy duty steel, vented with center cap
- Full size spare tire
- Four standard size wheels and tires, all season radials.
- Tire pressure monitoring system (TPMS)

#### **11.0 GENERAL SPECIFICATIONS - SSV - Special Services Vehicle Specifications.**

The following items are to be included as minimum standard equipment on all vehicles unless otherwise specified:

##### **11.1 MECHANICAL/ENGINE**

- Engine cooling-heavy duty/severe duty
- Anti-freeze-50/50 mix
- Engine heater-block type **ONLY**
- External oil coolers-engine oil, transmission fluid
- Cooling system-heavy duty, large high volume radiator
- Anti Lock Brake System-ABS
- 4-wheel heavy duty disc w/heavy duty front and rear calipers
- Electric power assist steering
- Engine hour meter
- Powertrain mounts-heavy duty

##### **11.2 ELECTRICAL**

- Battery-maintenance free, minimum 720 CCA
- Alternator-minimum 160 AMP
- Windows-rear window inoperable from rear seat
- Rear inside door locks and handles deactivated
- Trunk wiring-ground stud in trunk, power outlet in trunk 100 AMP



- Remote keyless entry
- Power windows and door locks
- Daytime running lights-deactivated/surveillance switch installed
- Dome/courtesy lights shall be wired so not to turn on automatically when driver's door opens
- Cruise control
- Pass-through opening for aftermarket wiring; provide wiring diagrams

### **11.3 INTERIOR**

- Flooring-heavy duty vinyl
- Seats-heavy duty front bucket seats / manual adjustable lumbar driver's seat.
- Power driver's seat cloth
- Second row bench vinyl
- Space between driver and passenger seat for aftermarket consoles
- Console mounting plate
- Headliner-easy to drop
- Glove box Illuminated-lockable
- Tilt steering wheel
- Steering column height/tilt adjustable
- Steering wheel-speed controls/audio controls
- Intermittent wipers
- Air conditioning
- Sun visors
- Flooring-rear seat heavy duty rubber
- Dual air bags-driver and front passenger

*Each vehicle must be equipped with a Setina Model 10RP (plexi-glass) jail partition (installed).  
Vendor address and phone number is:*

*Setina Manufacturing  
2926 Yelm Highway SE  
Olympia, Washington 98501  
Phone: (800) 426-2627*

### **11.4 EXTERIOR**

- Bumpers-front and rear
- Glass-solar tinted throughout
- Mirrors-dual low mount
- License plate holders-two (exception: cab and chassis units-one license plate holder)
- Heavy duty suspension
- Deflector plates-undercarriage deflector plates protect the
- Underbody, powertrain and chassis components
- Headlamps-integrated LED police flashers (available)□
- Tail lamps-integrated police flashers (available)
- Spot light - Driver

### **11.5 TIRES**

- Wheels-heavy duty steel, vented with center cap
- Full size spare tire
- Four standard size wheels and tires, all season radials.
- Tire pressure monitoring system (TPMS)

## 12.0 DELIVERY AND PERFORMANCE

12.1 Contractors must acknowledge receipt of all purchase order(s) by signing on the signature block provided and faxing it to the State Procurement Bureau at 406-444-2529. Failure to acknowledge purchase order(s) within ten (10) calendar days may be grounds for cancellation. Failure to deliver any vehicle may result in the vendor having to pay the State the difference between their bid and the next low bid and/or all actual damages incurred due to nonperformance along with the risk of being removed from the State's vendor list for a period of three (3) years.

12.2 Units delivered must meet or exceed all specifications.

12.3 The delivery schedule is as follows listed below:

All Pursuit Sedans	120 days ARO, unless otherwise stated.
All Wagons and Utility Vehicles	150 days ARO, unless otherwise stated.

- Any and all units may be delivered on or before the agreed dates. The State, relying on these delivery dates, will incur an unknown, difficult, or impossible-to-determine amount of damages should delivery be delayed. Damages may include, but are not limited to, payment of fees for personal use of vehicles, rental vehicles, and additional staffing requirements.
- Where the vendor is unable to meet the required maximum delivery requirements, the vendor shall advise Jeannie Lake, State Procurement Bureau at 406-444-0110, of the estimated delivery date, whereupon the State may cancel the applicable order, in whole or in part, without cost or liability on the part of the State to the vendor.

Should the State choose to accept the late delivery, in lieu of actual damages, the vendor shall pay the State as fixed, agreed, and liquidated damages and not as a penalty, the amount of \$50.00 for each State workday (Monday through Friday, excluding State holidays). This amount is the State's best estimate of a replacement vehicle to cover costs incurred by the State due to the vendor's failure to deliver.

**SEDANS**  
**GROUP 1: MID-SIZE FOUR-DOOR SEDAN-110"-115" WB**

**PURSUIT VEHICLE**

**Minimum Standard Specifications:** Manufacturer's current model front-wheel drive, mid-size four-door sedan.

Standard equipment as listed under **10.0 - All Pursuit Vehicles-Police Pursuit Rated Specifications**, with the following additions:

_____ Minimum 3.5L V6 Min 300HP	_____ Siren System
_____ All Wheel Drive	_____ Spot Lamp Passenger
_____ Siren Speaker/Bracket	_____ Remote Vehicle Start System
_____ Front/Rear Wiring Harness	_____ Roof Wiring
_____ Power Distribution Center	_____ Trunk Circulation Fan
_____ Police Floor Console	_____ Vinyl Word Wrap/Lettering
_____ Front and Rear LED Strobes	_____ Unmarked/Detective/Admin
_____ Simple fleet key (w/o microchip, easy to replace)	_____ Police Power Pigtail
_____ Push Bumper Tubular– Go Industries or Setina	_____ Traction Control
_____ Full-Feature Light Bar	_____ Driver and Passenger Anti-Stab Panel
_____ Grille Lights	_____ Heavy Duty Factory Floor Mats
_____ Dual Spotlights	_____ Carpet Flooring Front

**EXAMPLE VEHICLES:**                      *Chevy Impala*                      *Ford Interceptor*

**ESTIMATED COST: \$32,750.00 (as commonly configured)**

***Quantity Requested*** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**SEDANS**  
**GROUP 2: LARGE FOUR-DOOR SEDAN – 113.1”-120" WB**

**PURSUIT VEHICLE**

**Minimum Standard Specifications** : Manufacturer's current model large four door sedan.

Standard equipment as listed under **10.0 - All Pursuit Vehicles-Police Pursuit Rated Specifications**, with the following additions:

_____ Minimum 3.5L V6	_____ Siren System
_____ Minimum 5.7 V8	_____ Spot Lamp Passenger
_____ Siren Speaker/Bracket	_____ Remote Vehicle Start System
_____ Front/Rear Wiring Harness	_____ Roof Wiring
_____ Power Distribution Center	_____ Trunk Circulation Fan
_____ Police Floor Console	_____ Vinyl Word Wrap/Lettering
_____ Front and Rear LED Strobes	_____ Unmarked/Detective/Admin
_____ Simple fleet key (w/o microchip, easy to replace)	_____ Police Power Pigtail
_____ Push Bumper Tubular– Go Industries or Setina	_____ Traction Control
_____ Full-Feature Light Bar	_____ Dual Spotlights
_____ Carpet Flooring Front	_____ Driver and Passenger Anti-Stab Panel
_____ Grille Lights	_____ Heavy Duty Factory Floor Mats

***Example Vehicles:***                      ***Dodge Charger Pursuit***                      ***Chevy Caprice***

**ESTIMATED COST: \$32,750.00 (as commonly configured)**

***Quantity Requested*** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**WAGONS**  
**GROUP 3: MID-SIZE SUV-112"-120" WB**

**PURSUIT VEHICLE**

**Minimum Standard Specifications** : Manufacturer's current model for a mid-size SUV.

Standard equipment as listed under **10.0 - All Pursuit Vehicles-Police Pursuit Rated Specifications**, with the following additions:

_____ AWD	_____ 2WD
_____ Grille Lights	_____ Siren System
_____ Heavy Duty Factory Floor Mats	_____ Spot Lamps Passenger
_____ Siren Speaker/Bracket	_____ Remote Vehicle Start System
_____ Front/Rear Wiring Harness	_____ Roof Wiring
_____ Power Distribution Center	_____ Carpet Flooring Front
_____ Police Floor Console	_____ Vinyl Word Wrap/Lettering
_____ Front and Rear LED Strobes	_____ Unmarked/Detective/Admin
_____ Simple fleet key (w/o microchip, easy to replace)	_____ Police Power Pigtail
_____ Push Bumper Tubular- Go Industries or Setina	_____ Traction Control
_____ Full-Feature Light Bar	_____ Driver and Passenger Anti-Stab Panel

***Example Vehicles:***                ***Ford Interceptor SUV***  
    ***Chevy Tahoe***

**ESTIMATED COST: \$32,750.00 (as commonly configured)**

***Quantity Requested*** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**WAGONS**  
**GROUP 4: MID-SIZE SUV-112"-120" WB**

**SSV – SPECIAL SERVICES VEHICLE**

**Minimum Standard Specifications** : Manufacturer's current model for a mid-size SUV.

Standard equipment as listed under **11.0 - Special Services Vehicle Specifications**, with the following additions:

_____ 4WD/AWD	_____ Siren System
_____ Grille Lights	_____ Spot Lamps Passenger
_____ Heavy Duty Factory Floor Mats	_____ Remote Vehicle Start System
_____ Siren Speaker/Bracket	_____ Roof Wiring
_____ Front/Rear Wiring Harness	_____ Carpet Flooring Front
_____ Power Distribution Center	_____ Vinyl Word Wrap/Lettering
_____ Police Floor Console	_____ Unmarked/Detective/Admin
_____ Front and Rear LED Strobes	_____ Police Power Pigtail
_____ Simple fleet key (w/o microchip, easy to replace)	_____ Traction Control
_____ Push Bumper Tubular– Go Industries or Setina	_____ Driver and Passenger Anti-Stab Panel
_____ Full-Feature Light Bar	_____

***Example Vehicles:***            ***Dodge Durango (4WD)***  
   ***Chevy Tahoe (4WD)***  
   ***Ford Expedition (4WD)***

**ESTIMATED COST: \$32,750.00 (as commonly configured)**

***Quantity Requested*** \_\_\_\_\_

Contact Person: \_\_\_\_\_

Requisition Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_